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TO : Chief, Plans and Policy Staff DATE: 7 November 1956

FROM : Chief, Intelligence School

SUBJECT: Weekly Activities Report #45
1 November through 7 November 1956

1. SIGNIFICANT ITEMS - None.

2. OTHER ACTIVITIES

a. Clerical Training

(1) During the week of 29 October there were 81 people in Clerical Induction Training and 30 people in Clerical Orientation.

(2) The results of the official Agency tests administered by Clerical Induction to entrance-on-duty employees for the week of 29 October were as follows: Of 6 people tested in shorthand, none qualified; of 9 people tested in typewriting, 6 qualified.

(3) Mrs. [REDACTED], Chief, Clerical Refresher Training, has been working with Mr. [REDACTED], Psychologist, on a special shorthand test which is being designed by the Assessment and Evaluation Staff for use by Agency field recruiters.

(4) Room 2017 Alcott has been released by Clerical Training and is now occupied by OTR/Reproduction; Room 2300 has been partitioned into two offices and a reception room. Mrs. [REDACTED] office is now Room 2300-A; Mrs. [REDACTED] have their office in 2300-B; and Miss [REDACTED] who serves as secretary and receptionist, is in Room 2300.

b. Intelligence Orientation

(1) The first week of Intelligence Orientation #3 ended on 2 November. The attention and interest of the class remains at a high level and their curiosity, revealed by probing questions during seminars, has kept the staff on its toes.

(2) Mr. [REDACTED] was unable to appear for his scheduled lecture on 6 November; however, Mr. [REDACTED], Acting Chief, Operations Division, FI Staff, substituted for Mr. [REDACTED] and gave an informative, well organized lecture.

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c. Intelligence Training

The Special Writing Workshop for FBID started on Monday, 31 October, with 13 students. Four are from OO/C and nine are from FBID.

d. Reading Improvement

(1) Seven CIA Library Analysts completed Document Analysis Workshop #2 on Friday, 2 November.

(2) A draft memorandum to establish points of contact for the readability survey in DD/I Offices was prepared for Mr. [REDACTED] signature.

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e. OTR Orientation Officer

(1) On Monday, 5 November, the CIA Introduction was held for 59 people.

(2) Next week, because of Veterans' Day, the CIA Introduction, along with the Security Indoctrination, has been cancelled. In this way, neither the Clerical Orientation nor the assignment of clerical people on Friday by the Office of Personnel will be disturbed.

(3) On Monday, 5 November, a Special Orientation, covering the IAC-NSC and the functions of CIA, was conducted for two

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f. Administrative Training

Miss [REDACTED] WE, was given special tutorial training in cable writing, dispatches and field travel. Miss [REDACTED] will receive her finance tutorial training after she returns from two weeks of Communications training.

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g. Management Training

(1) Basic Supervision #24 (GS 5-7) was completed on Friday, 2 November, for 17 supervisors and prospective supervisors.

(2) Basic Management #29 (GS 13-15) began on 5 November. A last minute entry from the DD/P and a first day withdrawal from OO/FBID have resulted in an attendance of 20, the course maximum. Of the 20, 4 are from the DD/P, 10 from DD/S, and 6 from DD/I. Two Offices sent an unusually large number of students: Comptroller, 5 and ORR, 4.

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h. Instructor Training

Nothing to report.

i. Visual Aids Staff

The weekly activities report of the Visual Aids Staff is attached.

3. PERSONNEL NOTES

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b. has completed Basic Supervision.

c. who is suffering from a heavy cold, has been on sick leave since Monday.

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